

# **NAVY PERSONNEL**

# **COMMAND**



## **Bureau of**

## **Naval Personnel**

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# **RESERVE OFFICER PROMOTIONS (PERS- 480)**



**PERS-4801**

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**RESERVE OFFICER  
SELECTION BOARDS**

**SECNAVINST 1420.1A**

**CRADLE TO GRAVE**



# SCOPE OF BRIEF

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- RESERVE OFFICER STATUTORY BOARDS
- DOES NOT INCLUDE:
  - ACTIVE BOARDS
  - ADMINISTRATIVE BOARDS
  - APPLICATION BOARDS
  - ENLISTED BOARDS



# Five Board Phases

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Pre-Board

Prep-Week

Board Week

Call-outs/Approval

Promotion



# OFFICER PROMOTION PLAN

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- Completed by Promotion Planners in Washington (tied to Active Duty)
- Basis for ZONE ALNAV (December)
- Percentage to Select by Pay Grade and Board
  - (URL, LDO, AMDO, AEDO, INTEL, ETC)



# PROMOTION PLAN: THE PROCESS

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Promotions are a function of strength by grade based on:

- Legal Limit
  - DOPMA Grade Table - Limits the number of CAPTs, CDRs, & LCDRs based on total officer strength
  - DOPMA Grade Relief - Increased limit on CAPT, CDR, LCDR by 6%
- Vacancies
  - Promotions, Retirements, Separations
- Requirements



# PROMOTION ZONES

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- Promotion Zone is the size of the population considered to fill projected openings
  - Composition of the zone is determined by lineal/precedence seniority
  - Independent of Year Group
- Zone size is a function of promotion opportunity
  - Greater opportunity = smaller zone
- Goal (The Law) - provide relatively similar opportunity over a five year period



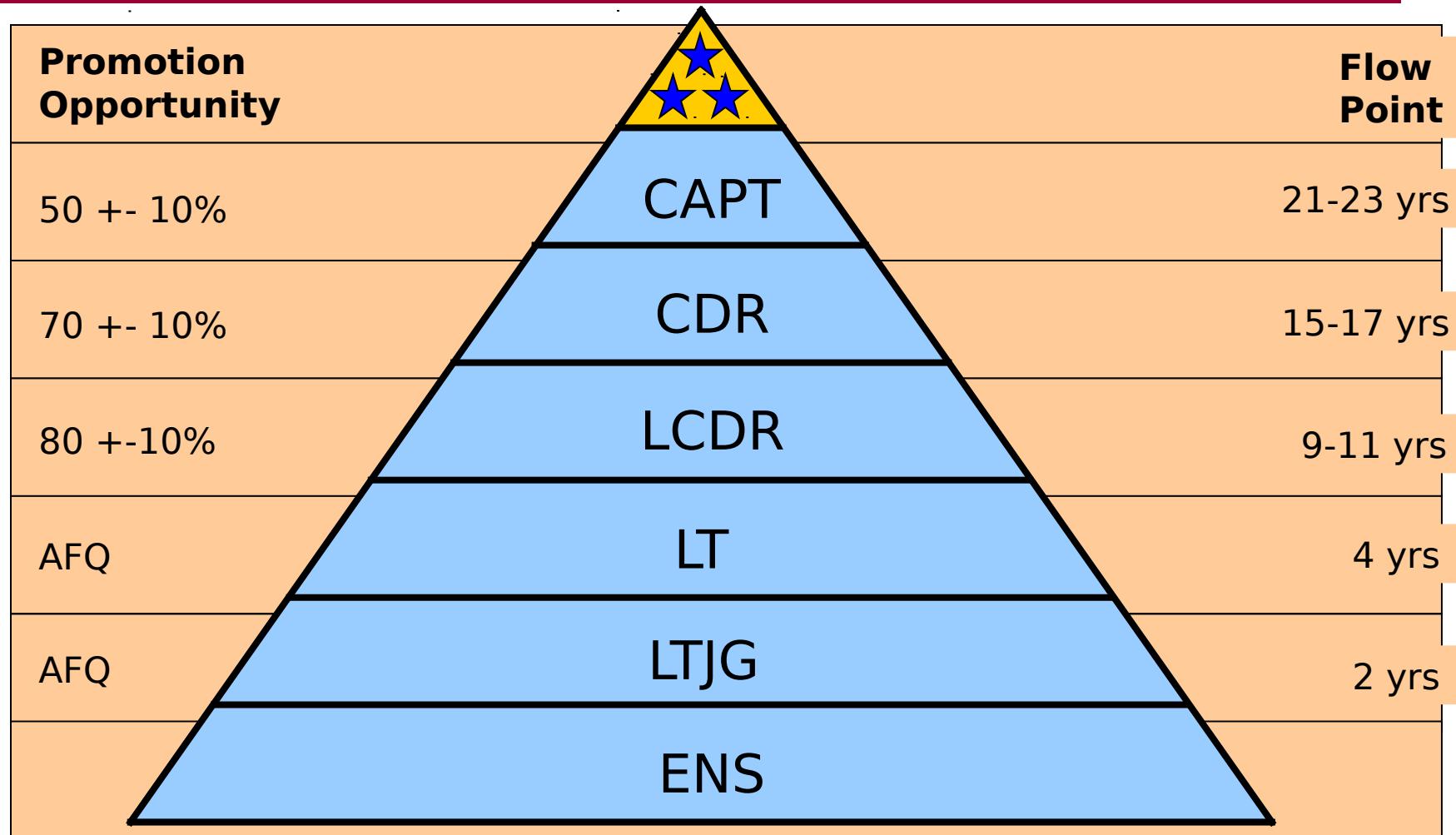
# PROMOTION OPPORTUNITY

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- Opportunity: the “chance” of selection (used to determine zone size)
- Selection Rate: Percentage of all officers selected for promotion
  - Includes officers selected from above, in, and below the zone
  - Above zone - No limit
- Flow Point: Average years of service when an officer is promoted (paid) to the next grade



# DoD Parameters





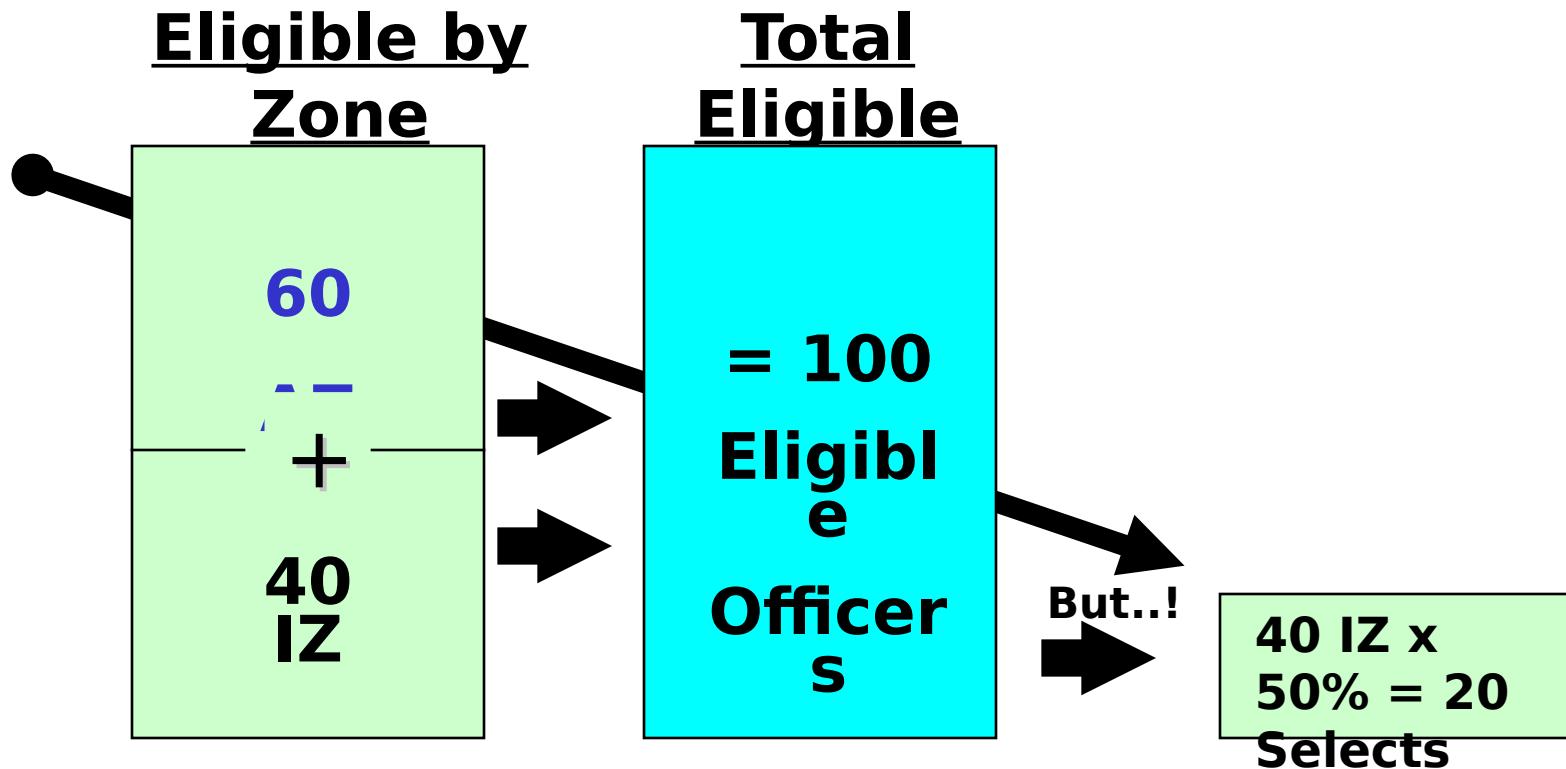
# PROMOTION ZONE SIZE

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- Zones are five year estimates
  - Only the current year zone size is firm
- Why does the zone size change?
  - Changes in requirements and vacancies
  - Estimating losses is a challenge
  - Change in total number of officers allowed by grade (DOPMA grade relief)
  - Meeting the goal/law of “relatively similar opportunity” over a five year period



# Promotion Opportunity





# PRE- BOARD

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- Verify Eligibility
  - Constantly changing
- Computer Continuity Check of Regular FITREPs
- PRECEPT routed to SECNAV's office
- Membership / Assistant Recorders
  - Volunteer through Chain of Command



# PRECEPT

- Membership, Date, and Location
- Selection Standard
- Authorized Percentage to Select
- Show Cause Determination
- General Procedural Guidance
- Skills Guidance
- Equal Opportunity
- Board Reports
- Oaths



# Skill Guidance Sample

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- There are shortages in the number of officers needed to meet Limited Duty Officer (Line) requirements in the categories of Surface Engineering (613X), Submarine Communications (629X), and Aviation Maintenance (633X). The board should give appropriate consideration to officers with these skills when selecting officers best and fully qualified to meet the needs of the Navy.



# BOARD COMPOSITION

## SECNAVINST 1401.3

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- Unrestricted Line
  - 7 AVIATORS 1315/7 or 1325/7 (min. 1 NFO)
  - 6 SURFACE 1115/7 (1 can be either an 1135/7 or 1145/7)
  - 2 SUBMARINE 1125/1127
  - 2 FLEET SUPPORT 1105/1107
  - MINORITY / FEMALE REPS
  - ACTIVE DUTY REP



# BOARD COMPOSITION

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- Restricted Line
  - Min 1 from each RL community
  - Min 1 Surface, 1 Submarine, 1 Aviation
  - Minority, Female, Active Duty
  
- LDO
  - Min 1 LDO
  - Min 1 Surface, 1 Submarine, 1 Aviation
  - Minority, Female, Active Duty



# BOARD COMPOSITION

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- CWO 3 & 4 (7 Members Total):
  - Min 4 URL (1 each from Surface, Aviation, Submarine, FSO)
  - 2 at large from the following list: URL, Supply, CEC, or LDO (who was a former CWO)
  - 1 CWO 4
  - Minority & Female Reps



# BOARD COMPOSITION

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- STAFF CORPS

- (Medical (210X), Dental (220X), MSC (230X), JAG (250X), Nurse (290X), Supply (310X), Chaplain (410X), CEC (510X), LDO (65XX)).
  - 4 STAFF, 1 URL (minimum)
    - 2 STAFF, 5 URL on Chaplain Corps Boards
  - Minority, Female, Active Duty



# BOARD RECORDER WEEK

STARTS ONE WEEK PRIOR TO BOARD

- MANUAL REVIEWS (*DONE AS A COURTESY TO ELIGIBLE!*)
  - REGULAR FITREPS FOR THE LAST FIVE YEARS
  - VERIFY AWARDS
  - CHECK THAT OSR/PSR ACCURATELY REFLECTS FITREP GRADES AND AWARDS
  - CHECK FOR PHOTO IN CURRENT GRADE

**YOUR PERFORMANCE IS UNKNOWN IF  
YOUR RECORD IS NOT UP TO DATE**



# BOARD CORRESPONDENCE

## UP TO BOARD CONVENING DATE

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- LETTER TO BOARD
- ADDRESSED TO BOARD PRESIDENT FROM ELIGIBLE OFFICER
  - MAY INCLUDE ANYTHING ELIGIBLE OFFICER FEELS SHOULD BE INCLUDED IN BOARD DELIBERATIONS
- NORMALLY USED TO FORWARD LETTERS OF RECOMMENDATION
- NO THIRD PARTY CORRESPONDENCE
- PAPER DOCUMENTS
  - VALIDATED BY APPROPRIATE NPC AUTHORITY



# Correspondence

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- Do's and Don'ts
  - Do send missing Fitreps/Photos/Degrees/Awards/Recent IDT Orders
  - Do keep your letter brief and to the point
  - Don't send every copy of AT Orders
  - Don't send Travel Claims
  - A LTB with dozens or 100's of pages doesn't send a positive signal.
  - Remember it is your responsibility to keep your record up to date and accurate. Start 12 months out preparing.



# CORRESPONDENCE

## **NEW PROCEDURES FOR BOARD CORRESPONDENCE**

MAIL YOUR PACKAGE EARLY!!! Next Day or Express Mail does NOT guarantee that your package will make it to the board if you wait until the last minute to send it. Certified and registered mail are also not recommended as they add several days to a letter's processing time. Correspondence for a statutory promotion selection board MUST arrive by the board's convening date. Correspondence to ALL Statutory Promotion Selection Boards that start AFTER 1 January 2003, are to be mailed to the following NEW ADDRESS:

**President, FY0X Reserve (Grade) (Competitive Category or Designator)  
Promotion Selection Board  
Board #xxx  
Navy Personnel Command (NPC) Customer Service Center PERS-00R  
5720 Integrity Drive  
Millington TN 38055-0000**

**IMPORTANT: Reserve Officers need to also include their date of birth "yyyymmdd" so that the CSC can activate their personal page in the Stay Navy Web Site.**

**IF YOU INCLUDE AN EMAIL ADDRESS the NPC Customer Service Center will send you an electronic acknowledgement of receipt. You may also call the NPC Customer Service Center at 1-866-U ASK NPC**

**(1-866-827-5672) or DSN 882-5672 to confirm receipt of your package for Statutory Promotion Selection Boards. You may also contact the Customer Service Center online at [www.StayNavy.Navy.mil](http://www.StayNavy.Navy.mil) and click on the Customer Service Center link to check the status of your package.**





# Competitive Categories Line

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## **UNRESTRICTED LINE**

Unrestricted Line	(110X/111X/112X/ 113X/ 114X/13XX)
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## **RESTRICTED LINE**

Engineering Duty	(14XX)
Aerospace Engineering (Engineering)	(151X)
Aerospace Engineering (Maintenance)	(152X)
Information Professional	(160X)
Cryptology	(161X)
Merchant Marine	(162X, 166X, 167X, 1695)
Intelligence	(163X)
Public Affairs	(165X)
Oceanography	(180X)

## **LIMITED DUTY**

Limited Duty (Line)	(61XX, 62XX, 63XX, 64XX)
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# Competitive Categories

## Staff

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### STAFF

Medical Corps	210X
Dental Corps	220X
Medical Service Corps	230X
Judge Advocate General Corps	250X
Nurse Corps	290X
Supply Corps	310X
Chaplain Corps	410X
Civil Engineer Corps	510X

### LIMITED DUTY

Limited Duty (Staff)	65XX
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<b>FY-05 Reserve O6 Line Statistics</b>		<b><i>Eligibles</i></b>			<b><i>Selects</i></b>				
<b><u>DESIG</u></b>		<b>Above Zone</b>	<b>In Zone</b>	<b>Totals</b>	<b>%to Select</b>	<b>Select Opp%</b>	<b>AZ</b>	<b>Iz</b>	<b>Total</b>
URL		605	470	<b>1075</b>	50%	235	15	168	<b>183</b>
11X5/13X5									
URL (TAR)		21	28	<b>49</b>	50%	14	2	12	<b>14</b>
11X7/13X7									
EDO		46	33	<b>79</b>	50%	17	8	9	<b>17</b>
1445 Engineering Duty Off									
AEDO		19	9	<b>28</b>	50%	5	2	3	<b>5</b>
1515 Aerospace Eng Duty Off									
AMDO		9	9	<b>18</b>	40%	4	1	3	<b>4</b>
1525 Aero Eng Duty Off (Maint)									
AMDO (TAR)		0	3	<b>3</b>	40%	1	0	1	<b>1</b>
1527 Aero Eng Duty Off (Maint TAR)									
CRYPTO		21	14	<b>35</b>	50%	7	1	4	<b>5</b>
1615 Cryptology Off									
MMR		34	33	<b>67</b>	50%	17	8	9	<b>17</b>
1625/1665/1675/1695 Merchant Marine									
INTEL		119	128	<b>247</b>	46%	59	5	54	<b>59</b>
1635 Intelligence Off									
INTEL (TAR)		2	4	<b>6</b>	50%	2	0	2	<b>2</b>
1637 Intelligence Off (TAR)									
PAO		13	6	<b>19</b>	75%	5	0	5	<b>5</b>
1655 Public Affairs Off									
OCEANO		4	5	<b>9</b>	50%	3	0	3	<b>3</b>
1805 Meteorology Off									
LDO		5	5	<b>10</b>	40%	2	0	2	<b>2</b>
65X5 -- Limited Duty Officer (Staff)									
<b>TOTALS:</b>		<b>898</b>	<b>747</b>	<b>1645</b>	<b>N/A</b>	<b>371</b>	<b>42</b>	<b>275</b>	<b>317</b>



# PERFORMANCE SUMMARY RECORD

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## ANNOTATED TO IDENTIFY:

- SECNAV APPROVED RESIGNATIONS  
(Voluntary FTS ONLY)
- SECNAV APPROVED RETIREMENTS  
(Voluntary FTS ONLY)
- FICHE 5 NOW FIELD CODE 17
- LETTER TO BOARD
- ZONE (AZ, IZ)



# Typical Board Flow

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- Members report
  - Review Precept
  - Take Oaths
  - Recorders Admin remarks and briefings
- Members split into specific boards or panels
- Members review and grade records in boardrooms
- Members brief and vote records in tank
- Review, grade, brief and vote until number of tentative selects equal the number authorized.



EXIT









# GRADING / VOTING CRITERIA

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- BRIEFER ASSIGNS GRADE
  - 100 OR A    ABSOLUTELY SELECT
  - 75 OR B    PROBABLY SELECT
  - 50 OR C    NOT SURE
  - 25 OR D    PROBABLY NOT
  - 0 OR NO    DO NOT SELECT





# FULL RECORD REVIEW AND BRIEF

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- RANDOM DISTRIBUTION TO ENSURE IMPARTIALITY
  - FIRST REVIEW RANDOM
  - SECOND REVIEW BY SAME DESIGNATOR IF NOT REVIEWED BY SAME DESIGNATOR FIRST
- MEMBERS BRIEF THEIR ASSIGNED RECORDS

## NAME

## OFFICER SUMMARY RECORD

YG 79

DATE PROC: 120498 SEQ. NUM: 0744

SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF. SERV. DATE	FOR BOARD USE
		1320	570310	41		
PROM HISTORY: DATE OF RANK	CAPT.	CDR 940801	LCDR 890601	LT ► 830601	LTJG 810530	ENS 790530
PRESENT DUTY STATION NSAWC HAND PICKED N6				PRESENT BILLET TRA PLN AVFLGT		
EDUCATION				SERVICE SCHOOLS ATTENDED		
NWC NPT RI	COLLEGE 91 MASTER	MAJOR FRGN AFF	LANG PROF	COURSE: AV SAF COMMAND DATE/WKS: 9402 01	NAVWC COMD STF 9006 42	
SALVE REGI	STRG GEN 90 MASTER	STRG GEN MANAGMNT		COURSE: SLATS DATE/WKS: 8701 02		
CITADEL	79 BACH/1 PR	MATH		COURSE: DATE/WKS:		
ACTIVE DUTY BASE DATE 790512	PREVIOUS MIL SERVICE:	YEAR	MONTHS	HIGHEST RATE/GRD	REMARKS E-2 C.O. ALWAYS ABOVE THE PACK, COMMUNITY LEADER, RECOMMENDED FOR FRS C.O. BY BERNIE SMITH.	
PERSONAL DECORATIONS				SELECTED FOR JUNIOR SERVICE COLLEGE SELECTED FOR SENIOR SERVICE COLLEGE		
<p style="border: 1px solid red; padding: 5px;">MER SVC MDL 01 AIR MDL S/F 03 NAV COM-V 03 NAV COM 04</p>				UNDERWAY QUALS, JPME-READY FOR JOINT.		
SPECIAL QUALIFICATIONS						
1. CARAEW E2C 2. AVIACDRCMD 3. CDO UNDRWAY 4. JPME PHASE1 5. NFOTRA ATDS 6.		7. 8. 9. 10. 11. 12.				

3  
A5  
A

## OFFICER SUMMARY RECORD

NAME:		DESIG: 1320												PAGE		1 OF 3									
GRADE	STATION	DUTY	RPT DATE	#M OS	REPORTING SENIOR	SPECIF 0	PERF 1	1 2	COMPARISON 3	1 5	1 7	1 0	DESIRABILITY 0	1 1	PROMOT E 2	P N	0	1 2	3 5	7 0	1 0	TRAITS 1 2	3 5	7 0	1 REMARK
1	NROTC UNI T THE CIT		0579	02	STEWART	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG		
1	NAVAVSCOL SCOM, PNC		0779	02	STEELE	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG		
1	VT 10, TR ARON TEN		0979	05	DOWNS	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG		
1	NAVAVSCOL SCOM, PNC		0280	00	STEELE	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG		
1	RVAW120, C ARAEWTRAR	RNSTUD	0280	09	ALLEN	6	-7							-3				-6						RG	
2	CARAEWRON ONE TWO	1ST LT	1280	15	GLAESER	5	1				-4	4		-5				N X	-5					RG	
3	VAW 123 C ARAEWRON	PO	0382	10	MAHOOD J N	5	1				-4	3		-5				/3	-6					RG	
3	VAW-123, CARAEWRON	ADO	0183	05	MAHOOD J N	5	1				-1			-5				/1	-6					RG	
3	VAW-123, CARAEWRON	AMO	0583	07	BUNTON R L	5	1				-7			-5				/4	-6					RG	
3	VAW-123, CARAEWRON	AMO	0184	03	BUNTON R L	5	1				-1			-5				/1	-6					RG	
3	VAW 120, CARAEWRON	NFO	0484	09	ODEN L N	6	1				2			-5				/1	-6					RG	
3	VAW 120, CARAEWRON	NFO	0185	05	ODEN L N	6	1				1			-5				/1	-6					RG	
3	VAW 120, CARAEWRON	AIC	0585	07	SPRAGUE J W	5	1				3			-5				/2	-6					RG	

## OFFICER SUMMARY RECORD

### **OFFICER SUMMARY RECORD**

DESIG: 1320

NAME (LAST, FIRST, MIDDLE) **DESIG/RATE** SSN DATE OF REPORT: 12/04/98  
**1320** PAGE 1 OF 1  
PG STATION DUTY DATES #M REPORTING SENIOR TRAITS AVERAGES PROMOTION REC RPT TYPE  
VAW-126 COMMAND 090195 OS NAME PG TITLE 1 2 3 4 5 RPT CUM SP PR P M EP MAJ CMI  
05 ING OFF 041296 7 E 06 COM 0 0 0 2 5 4.71 7 4.60 4.59 0 0 3 1 2 RG

VAW-126 CO AFLO 041396 MOFFIT M COMMAND 0 0 0 3 4 4.57 7 X MAJ CMD

05 NAVSTKAIRW C4I/C2W 100396 SMITH B J COMMAND 0 0 0 0 7 5.00 0 0 0 X 1 PC

05 ARCAN FA BN 063197 11 00 ER 0 0 0 0 T RG  
ALWAYS ABOVE THE BACK

Hand picked for this assignment

ALWAYS ABOVE THE BACK  
AS C.O., AND ALWAYS  
RANKED.



# SPECIAL CONSIDERATIONS

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- ADVERSE PERSONAL KNOWLEDGE OF ELIGIBLE
  - NOT ADMISSIBLE IF NOT FOUND IN RECORD
- NO THIRD PARTY CORRESPONDENCE (Only if sent via eligible.)



# VOTE TO TENTATIVELY SELECT

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- FOLLOWS FULL REVIEW AND BRIEF OF ALL AZ / IZ
- SELECT TOP RECORDS
- DROP FROM FURTHER CONSIDERATION LOW SCORING RECORDS
- CRUNCH WHAT IS LEFT



# SCATTERGRAM

---

100	3	3	100
97	3	6	97
94	2	8	94
93			93
91	3	11	91
87	2	13	87
83	3	16	83
80			80
77			77
74	5	21	74
71	6	27	71

To select 12



# SCATTERGRAM

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100	3	3	100
97	3	6	97
94	2	8	94
93			93
91	3	11	91
87	2	13	87
83	3	16	83
80			80
77			77
74	5	21	74
71	6	27	71

DFC

To select 12



# SCATTERGRAM

TS	100	3	3	100
	97	3	6	97
	94	2	8	94
	93			93
	91	3	11	91
	87	2	13	87
	83	3	16	83
DFC	80			80
	77			77
	74	5	21	74
	71	6	27	71

To select 12



# SCATTERGRAM

TS	100	3	3	100
	97	3	6	97
	94	2	8	94
	93			93
	91	3	11	91
	87	2	13	87
	83	3	16	83
DFC	80			80
	77			77
	74	5	21	74
	71	6	27	71

Crunch 8 to select 4



# CALLOUT

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- Usually conducted by the President and the Recorder
- Brief Chain of Command on board results
  - Usually conducted within 2 weeks following adjournment
  - SECNAV and CNP Involvement



# Promotion Nomination Process

- CHIEF OF NAVAL PERSONNEL
- OFFICE OF JUDGE ADVOCATE GENERAL
- CNO / VCNO
- CJCS (O-4 and above)
- SECNAV
- SECDEF Select Message
- PRESIDENT OF US (POTUS)
- SENATE /SASC
- POTUS Promotion Message



# Promotion Nomination Process

<b>Stops in the chain</b>	<b>Reviewing official</b>
CNP	PERS-83, PERS-85/86, PERS-8, PERS-06L, CNPC, PERS-00L, CNP
OJAG	Code 13, OJAG
CNO	CNO Legal, CNO
SECNAV	SECNAV Legal, SECNAV
JCS	Joint Chiefs of Staff (Active Duty 0-4 and above)
DOD	C&D, OEPM, General Counsel, R&A, MPP, FMP, P & R, SECDEF
POTUS	White House Military Office, POTUS
SENATE	Read into Record, SASC, Senate Confirmation (Active Duty 0-4 and above, Reserve 0-6 and above).



# FAILURE OF SELECTION

## MILPERSMAN 1420-050

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- Above and In Zone officers only
- Formal FOS Counseling is provided by your detailer when **requested**. For SELRES, request PERS-480 to perform.
- Applies to CWO3 - 06 Boards only



# MAINTAINING YOUR RECORD

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- Check for:
  - Regular FITREP Continuity
  - Awards
  - Photo in current Grade
  - Education Information
  - Special Qualifications
- Order your OSR/PSR and Record
  - (901) 874-3416 DSN 882
  - P313@persnet.navy.mil



# PROMOTION OBSERVATIONS

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- PERFORMANCE IN COMPETITIVE JOBS IS THE NUMBER **ONE** INDICATOR
- HARD JOBS ARE BETTER
- FILLING IN THE BLOCKS OF OSR COVER PAGE IS VERY GOOD
  - ADDITIONAL QUALS
  - MASTERS DEGREE
  - SUBSPECIALITIES
- AVOID NOT OBSERVED FITREPS FOR LONG PERIODS



# FITREP OBSERVATIONS

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- WRITE YOUR FITREP FOR A BOARD MEMBER
- INCLUDE CAREER MILESTONES
  - AWARDS
  - DON'T USE JOB SPECIFIC LANGUAGE
- DON'T SEND MIXED SIGNALS



# Recommendation for Promotion

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Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote
42. INDIVIDUAL	0	0	0	0	X	
43. SUMMARY	0	0	0	0	2	0

OR??

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote
42. INDIVIDUAL	0	0	0	0	1	X
43. SUMMARY	0	0	0	0	1	1



# Written Comments (Block 4)

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A recent Reporting Senior wrote:

“Read this carefully...the rules force me to make him only a Must Promote. He is an Early Promote! He is rated against another O-X who I anticipate will be promoted. Joe’s turn is next. Joe would truly be number one in any other setting.”



# Written Comments (Block 4)

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Opening:

**“Ranked 1 of 10 hand picked active duty officers.”**

Closing:

**“He has my strongest endorsement and recommendation for aviation and major command. In addition, he has earned my strongest possible recommendation for accelerated promotion to captain now.”**



# FITREP DISCUSSION

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- REPORTING SENIOR CUM
  - Combines all reports within pay grade
  - (Active, Reserve, Line, Staff)
- PERS-311
  - **(901) 874-4731**
  - **P33B@persnet.navy.mil**

### —DESIG/RATE

-55

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REP

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—NAME (LAST, FIRST, MIDDLE)—

### —DESIG/RATE

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REP

$\Gamma :=$

3/15

99

PAGE 1 OF 1

PAGE 1 OF 1



# When will I get promoted?

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- Fiscal year starting monthly in October
- Estimates published on website
- Not official until name on monthly NAVADMIN (DOPMA/Recalls etc)
- O-4 through O-6
  - 5% of list monthly for first 8 months
  - 15% of list monthly for last 4 months
- O-3 - First of month two years after LTJG
- CWO-3/4 - First of month four years after 2 or 3



WWW.NPC.NAVY.MIL

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- Selection Boards/ Line or Staff/ Insignia
  - Eligibles Listing by Zone
  - Precept
  - Membership
  - Release Process (Updated only when change)
  - Select Message
  - Community Overview Statistics
  - Promotion/ Pay Increment Plan



[WWW.BOL.NAVY.MIL](http://WWW.BOL.NAVY.MIL)

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- LOGIN, ADVANCEMENTS, SELECTION BOARDS FOR PROMOTION/CONTINUATION
- PERSONAL ACCOUNTS
  - PRE-BOARD- CAN VIEW NAME, PACKAGE RECEIVED, AND ZONE
  - POST-BOARD- CAN VIEW SELECT STATUS WHEN ALNAV RELEASED
- COMMAND ACCOUNTS
  - ALL OF THE ABOVE PLUS SELECT STATUS 48 HOURS PRIOR TO ALNAV RELEASE



# OFFICER PROMOTIONS CONTACT INFORMATION

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- PERS-480
  - (901) 874-4525 DSN 882-4525
- Or link at [www.npc.navy.mil](http://www.npc.navy.mil)